



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Allan O'Shea
VICE-CHAIRPERSON
Janice McCraner

Kathy Fenstermacher
Edward Haik
Ervin Kowalski
Glenn Lottie
Carl Rutske

CLERK

Marilyn Kliber
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

PERSONNEL COMMITTEE

Tuesday, April 15, 2008
1:00 P.M.

Courthouse & Government Center
Board of Commissioner's Room

DRAFT

MINUTES

Members Present: Carl Rutske, Chairperson, Kathy Fenstermacher, and Janice McCraner

Others Present: Thomas Kaminski, County Controller/Administrator; Russell Pomeroy, County Treasurer; Ford Stone, Prosecuting Attorney; Susan Wagner, County Planner; and Karen Molby, Personnel Officer/Administrative Assistant

The meeting was called to order at 1:10 P.M.

ITEMS REQUIRING BOARD ACTION

Mr. Pomeroy appeared before the Committee to request that he be allowed to create a part-time Deputy County Treasurer position in the Treasurer's Office. He explained that the current part-time Assistant Deputy County Treasurer in his office is essentially performing all of the duties of the full-time Deputy County Treasurer. If approved, this would leave the part-time Assistant Deputy County Treasurer position vacant. The position is a GEA/POAM Union position and therefore, would require posting. After a brief discussion,

Ms. McCraner recommended approval for the County Treasurer to create and post a part-time Deputy County Treasurer position in the Treasurer's Office. No alternative recommendation was proposed.

Mr. Kaminski appeared before the Committee with a request to increase the salary of Susan Wagner, County Planner. He explained he received positive Performance Evaluations from the County Planning Commission members regarding Ms. Wagner. Therefore, he would like to request that Ms. Wagner be increased from Pay Grade 10, Minimum Step - \$42,861.00, to Pay Grade 10, Step 3 - \$47,229.00 (with 2.5% increase), effective October 1, 2008, pursuant to the Manistee County Wage Classification and Compensation Study Position Reevaluation Policy. After reviewing Mr. Kaminski's request,

Ms. McCraner recommended that Susan Wagner, County Planner, be raised from Pay Grade 10, Minimum Step, to Pay Grade 10, Step 3, effective October 1, 2008. No alternative recommendation was proposed.

Mr. Kaminski advised the Committee that he is in receipt of Mark Nottley's recommendation for placement of the proposed Maintenance Supervisor position within the Salary Progression Schedule. Mr. Nottley is recommending that this position be placed in Pay Grade 7 with a current salary range of \$ 34,424.00 to \$44,741.00. Mr. Kaminski reminded the Committee that the County Board took action at their March Board meeting to give the Personnel Committee power to act regarding the hiring of a replacement for the Maintenance Lead Person. After a brief discussion,

there was a motion by Mr. Rutske, seconded by Ms. Fenstermacher, to place the Maintenance Supervisor position in Pay Grade 7 of the Salary Progression Schedule and authorize the County Controller/Administrator's Office to solicit candidates for this position in the local newspapers. Motion passed.

The Committee reviewed a MERS Application for Additional Credited Service for Ginny Martz, Appraiser/Assistant to the Equalization Director. It was explained that there is absolutely no cost to the County if this application was approved. After a brief discussion,

Ms. McCraner recommended approval of the MERS Application for Additional Credited Service for Ginny Martz, Appraiser/Assistant to the Equalization Director, with the understanding that there is no cost to the County for the same. No alternative recommendation was proposed.

ITEMS NOT REQUIRING BOARD ACTION

Mr. Stone appeared before the Committee to discuss his request for Step increases for two of the GEA/POAM Union staff members in his office. The Committee stated that an opinion has been requested from Bonnie Toskey, Labor Attorney, regarding Step increases for Union membership. This matter was tabled until that opinion is received.

Ms. Molby reported that the GEA/POAM Union Agreement dated October 1, 2008 through September 30, 2010 has been signed and implemented. All Health Reimbursement Account deposits were made effective April 14, 2008 and all retroactive wage payments will be included in the April 18, 2008 payroll.

The Committee reviewed a letter from Jerry Caster, Field Representative for the Police Officers Labor Council, requesting that negotiations begin for a successor Agreement. Various dates were discussed to begin this process and Ms. Molby will attempt to confirm the same.

The meeting adjourned at 2:25 P.M.

Carl Rutske, Chairperson

Kathy Fenstermacher, Commissioner

Janice McCraner, Commissioner